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Executive Assistant to DCI

28 November 1952

Director of Training

Weekly Summary Report

1. Chief of Language Services Division has arranged for special instruction in Serbo-Croatian for a small OTR team. This language training is to prepare the team representatives

[REDACTED]

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2. Representatives of the Office of Training and those of interested IAC agencies attended a meeting called by the AD/IC on the subject of language reference materials. It was concluded that a survey would be initiated to determine the nature and scope of contracts already made for the acquisition of language reference materials by CIA and other interested government agencies. This information, when obtained, is to be carefully studied and the determination made as to the future needs and the extent to which these needs may be beneficial to all agencies. This plan will eliminate duplication and will make available to other government departments and agencies all language materials produced.

3. The Office of Training has made arrangements with the Civil Service Commission for the entrance of CIA personnel between the grades GS-9 and GS-12 into the Career Development Program for Administrative Officers. This program will begin in February 1953 and run for five months. The training will consist of orientation, study programs on the basis of career objectives, public administration, preparation of research reports, and seminars.

4. At the request of the CIA Medical Office, an expanded training program is being planned whereby representatives of that Office will obtain essential visual aids for furthering its own technical training programs, management training, and appropriate portions of other training courses which will give to Medical people the essential background in the USSR

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5. Preliminary discussions have been held with [REDACTED] Emergency Planning Officer, concerning OTR's participation in the Agency disaster and relocation plan. The discussions primarily concerned Paragraph 3, a and b, of the memo from the Deputy Director (Administration), subject: Emergency Plans, dated 11 April 1951.

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In accordance with the provisions of the aforementioned paragraph, no OTR personnel had been included in the Agency plan; however, clarification of the cited memo will be obtained prior to formulation of an OTR disaster plan.

6. A preliminary report on the study of psychological requirements of the intelligence officer is in preparation. As a part of this study, a list of work characteristics of the successful case officer has been completed and is now being edited and refined for further use in the study.

7. A 1-year lease agreement for office space in nearby Virginia for the Project Training Division, OTR, has been consummated.

8. A meeting of PP, PM and FI personnel was held on Thursday, 20 November, to determine the extent of requirements for Project [redacted] OTR personnel attended as observers. It is understood that [redacted] will be submitted to DCI for a final decision on 26 November inasmuch as the owner of the site has requested a decision by 1 December 1952.



MATTHEW BAYARD

cc: DD/A
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DD/P

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